



## Essential Digital Skills

Location	Cheadle College
Course Type	Adult
Department	Computing
Start Date	Monday 28th October 2024
Duration	Full-time, 5 Weeks
Time	10:00 - 13:00
Fee	£ 30.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	CPQ-UAEZ-1015

## Course Overview

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Our Essential Digital Skills qualifications are fully-funded qualifications mapped to national standards for digital literacy. These qualifications are designed to meet digital knowledge gaps and provide vital skills, such as:

- Using devices and handling information
- Creating and editing
- Communicating
- Transacting
- Being safe and responsible online.

The purpose of this qualification is to allow learners to demonstrate understanding of and competency in the essential digital skills they need for life and work. It will enable learners to engage with digital services and products in everyday life and work.

## Course Requirements

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Participants are not required to possess any previous knowledge or expertise. We welcome individuals with a genuine enthusiasm for the subject and a willingness to actively engage and contribute.

## What You Will Learn

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No matter where you look, digital has made a difference to almost every industry in the modern world. This course will not only teach you digital skills but will equip you with the tools needed to apply your knowledge and put this into practice in the workplace.

## Assessment

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There will be no formal assessment

## Progression

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Upon completion of the course you may wish to progress to a more advanced computing course to further develop your skills.

Alternatively, there are a variety of leisure and community courses offered for your enrollment, including but not limited to:

Hair and Media Make-up

Health and Social Care

Art and Design

Languages

Childcare and Education

Counselling

Digital Skills

Hospitality and Catering

## Career Options

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Completing a beginners' digital skills course can open doors to various career options in today's digital-centric world. These skills are highly valuable and sought after across numerous industries. Here are some career paths and opportunities after completing a beginners' digital skills course:

Telecommuting Opportunities

Email Marketing Specialist

Digital Sales Representative

IT Support Specialist

Customer Support Specialist

## Mandatory Units

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There are no mandatory units

## Contact Details

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For further information please contact T: 0161 886 7070 or E: [info@trafford.ac.uk](mailto:info@trafford.ac.uk)

## Disclaimer

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Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.